

MINUTES OF EMERY COUNTY LIBRARY BOARD

March 2nd, 2015 at Castle Dale Library 8:00 am

The meeting commenced at 8:00 am at Castle Dale Library with library board members: Tracie Urie, Shirley VanZyverden, Joyce Guymon, Jackie Allred, and Paul Cowley, commissioner. Also attending were Carole Larsen, Director and Roxanne Jensen, Asst Director.

Tracie welcomed all to the meeting. Minutes from the January meeting were voted in favor after a motion from Tracie and a second by Joyce. A motion to approve the expenditures was made by Jackie with a second by Shirley; all voted in favor.

The board reports: There were no issues brought to the meeting by the board members. Most libraries are in the conversion process to the BISAC system. All buildings have not needed major repairs over the winter. Paul Cowley informed the board that he has been assigned to be the commissioner over the libraries.

Jeff was not available for the meeting. Roxanne has been appointed to be the President of the South Eastern Utah District Health Department Board. The meetings are held in Green River. It was approved that she will travel to the meeting and visit the GR library. Motion was made by Jackie and seconded by Tracie with all approved.

The Meeting pay and time sheet procedure was motioned for approval by Shirley and seconded by Joyce with all in favor. This clarifies time reported for regular meetings or trainings held in a central location for all employees.

The Collection Management / Development Policy was amended to include libraries to issue receipts for donations made to the libraries. This motion was made by Tracie, seconded by Joyce, and approved by all.

A computer use policy was approved with wording similar to the internet policy. Was Motioned by Jackie and seconded by Tracie with all unanimous.

Staff Reports: There was cash theft issue with Castle Dale library on Saturdays. This has been resolved with funds being repaid and parental supervision in place with the ones involved. Bunny Allred is returning to work after being off with injured knee on a worker's compensation claim. Tammy Laycock has been filling in for her during her absence. Castle Dale library is going to move shelves to open a bigger area for story time. The lawn care contract is being put out to bid for the summer. It will be in the paper with duties specified. Carole Larsen has received a KUED grant that she will be using for the Battle of the Books and other reading games. The Orangeville janitor has resigned and the position will be put out to bid for contract.

Meeting adjourned at 9:15 with motion from Jackie and second by Shirley. The next board meeting will be on May 4th, 2015.

Signed by Board Member:

Tracie Urie